

# Introduction

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This manual provides important information on campaign disclosure rules for:

- State candidates and officeholders who do not have a controlled committee; and
- State candidates and officeholders who have a controlled committee.

Local candidates and officeholders, their controlled committees, and committees primarily formed to support or oppose local candidates may refer to FPPC's *Information Manual 2 for Local Candidates, Their Controlled Committees, and Primarily Formed Committees for Local Candidates*.

Candidates for elective seats on the CalPERS Board of Administration should contact the FPPC for campaign filing information.

## How to Use this Manual

California's Political Reform Act (the "Act") requires receipts and expenditures in election campaigns to be fully and truthfully disclosed. Since 1974, there have been over 200 amendments to the Act's campaign disclosure provisions. Most recently, the Act was amended by Proposition 34, which provides, among other things, contribution limits for certain state committees and expenditure restrictions for state candidates who accept the voluntary expenditure ceiling established for the election they are seeking. This manual has been prepared to assist candidates to comply with the Act's numerous and often detailed rules. The manual is written in a "user friendly" format so that candidates and committees, especially those with small budgets, have a resource guide. It is organized by subject matter and addresses the most common issues of campaign disclosure for state elections.

In addition, federal and state tax laws and other rules are applicable to California campaign committees. Telephone numbers and website addresses for the Federal Election Commission, Internal Revenue Service, California Franchise Tax Board, and the Federal Communications Commission are listed in the Appendix.

## Controlling Law

This manual summarizes key campaign disclosure laws, regulations, and Commission opinions, and draws from years of FPPC staff advice interpreting them to assist candidates and committees in complying with the provisions of the Act's campaign disclosure laws. Each campaign is different, however, and may raise issues not discussed in this manual. If there are any discrepancies between the manual and the Act or its corresponding regulations and opinions, the Act and its regulations and opinions will control.

## Need Help?

If you need assistance, the Fair Political Practices Commission has a toll-free advice line:

1-866-ASK FPPC  
(1-866-275-3772)

FPPC employees are available Monday through Friday to help you. In addition, the FPPC website ([www.fppc.ca.gov](http://www.fppc.ca.gov)) contains forms, manuals, and a wealth of other helpful information.

See the Appendix for more details.